

TRAINING ANNOUNCEMENT

Tom Wagner, Delaware's Auditor of Accounts, is pleased to announce that his office is sponsoring a training session on May 4-5, 2010 in the DuPont Ballroom at the Modern Maturity Center, 1121 Forrest Avenue, Dover, DE 19904. The first day will be on "Dominance, Influencing, Steadiness, and Conscientiousness" (DiSC) dimensions of behavior and a "Government Auditing Standards (Yellow Book) Update." The second day will be on "Practical Tips on Testimony" and "Report Writing/E-mail Etiquette."

Day 1

Dominance, Influencing, Steadiness, and Conscientiousness (DiSC) Dimensions of behavior

Date: May 4, 2010

Time: Registration and Continental Breakfast: 7:30 am to 8:00 am
Class: 8:00 am to 12:00 pm
Lunch will be served
May 4 lunch – Assorted Sandwiches (Roast Beef, Ham, Turkey, & Cheese), Pasta Salad, Potato Salad, Vegetable Beef Soup, Dessert, and Beverage

Location: Modern Maturity Center, DuPont Ballroom (Parking is in the back of the building; entrance at the burgundy canopy; signs will direct you to the room)

Instructor: Bonnie Miller, Training Administrator, Department of Labor

Government Auditing Standards (Yellow Book) Update

Date: May 4, 2010

Time: Class: 1:00 pm to 4:30 pm

Instructor: Eric Holbrook, Senior Analyst, Financial Management and Assurance Team, Government Accountability Office (GAO)

Day 2

Practical Tips on Testimony

Date: May 5, 2010

Time: Registration and Continental Breakfast: 7:30 am to 8:00 am
Class: 8:00 am to 12:00 pm
Lunch will be served
May 5 lunch – Chicken Sandwich, Chef Salad, Cream of Broccoli Soup, Dessert, and Beverage

Location: Modern Maturity Center, DuPont Ballroom (Parking is in the back of the building; entrance at the burgundy canopy; signs will direct you to the room)

Instructor: Stephen Scherf, CPA/ABV, CFE, CICA, CIRA, CrFA, CVA, President, Asterion, Inc.

Report Writing/E-mail Etiquette

Date: May 5, 2010
Time: Class: 1:00 pm to 4:30 pm
Instructor: Gary Sternberg

CPE's: 16 (4 for each class)

Course Level: Basic

Prerequisite: None

Cost for Both Days

\$375

Cost for One Day

AGA Member - \$225

Non-AGA Member - \$250

Dominance, Influencing, Steadiness, and Conscientiousness (DiSC) course will cover the following topics:

- Importance of Self-Awareness and Characteristics of Behavior.
- Determine your Behavior (Computer profiles).
- Understand the DiSC Dimensions of Behavior.
- Develop Strategies for Success.

Bonnie Miller, is a dynamic educator with more than 25 years of experience in designing and delivering education and training programs such as: career development, employability skills, interpersonal skills, management development, teambuilding, creative thinking, problem solving, and computer-based training programs.

Ms. Miller joined the Department of Labor in December of 2003 as a Training Administrator. Prior to joining the Department of Labor, she was the Staff Education Coordinator for Union Hospital of Cecil County in Elkton, MD. She designed and delivered interpersonal skills training for all hospital staff, a management certificate program, and a "next-level" customer service and recognition program for individual departments. Ms. Miller's professional experience also includes being a trainer/facilitator with Goeins-Williams Associates in Wilmington, DE where they provided consulting, leadership, and innovative seminars to corporate, government, and non-profit organizations in the State of Delaware and surrounding region. Ms. Miller holds a Master of Science degree in Training and Organization Development from St. Joseph's University and a Bachelor of Arts degree from the University of Delaware.

Government Auditing Standards (Yellow Book) Update course will cover revisions that have been made or will be forthcoming.

Eric Holbrook is a Senior Analyst on the Government Accountability Office's (GAO) Financial Management and Assurance Team. His work focuses on revising, promoting, and interpreting *Government Auditing Standards*, commonly known as the "Yellow Book," and GAO's congressionally mandated status reports on funds distributed through the American Reinvestment and Recovery Act.

Mr. Holbrook worked for eight years with the Maine State Department of Audit on Maine's single audit and then with the National Oceanic and Atmospheric Administration to ensure that agency's compliance with the rigorous requirements of OMB's revised Circular A-123, *Management's Responsibility for Internal Control*. He graduated from the University of Vermont and received his MS degree in Accounting from Southern New Hampshire University. Mr. Holbrook is a Certified Public Accountant, a member of the American Institute of Certified Public Accountants, and a member of the Association of Government Accountants.

Practical Tips on Testimony course will cover the following topics:

- Litigation Process.
- Expert Discovery.
- Analysis and Report.
- Preparation for Testimony.
- Deposition Testimony.
- Trial Testimony.
- General Advice.

Stephen Scherf is President of Asterion, Inc. a financial and economic consulting firm. Mr. Scherf brings significant management and consulting experience to his engagements. Mr. Scherf routinely assists clients by providing them with a wide array of valuation, forensic, financial, and strategic services.

Mr. Scherf has served on several not-for-profit boards. Prior to working in the consulting area, Mr. Scherf was a Senior Vice President of a \$2.5 billion financial institution where he oversaw human resources, facilities, subsidiary operations, and troubled assets. Also, Mr. Scherf was the Chief Financial Officer for a major real estate developer and the Chief Financial Officer for an employee-owned investment firm. Mr. Scherf has a B.B.A. in Accounting from Temple University and a Master of Science in Finance, and an Advanced Professional Certificate in Taxation from Drexel University.

Report Writing/E-mail Etiquette course will cover the following topics:

- Writing Effective Reports.
- Improving the Structure of Reports.
- Writing Better E-mails.

Gary Sternberg is currently the Publications Coordinator for the U.S. Environmental Protection Agency's Office of Inspector General. In that position, he manages the editing and publication of reports as well as the organization's website. Mr. Sternberg has been with the organization for nearly ten years, and works out of the Philadelphia office.

Mr. Sternberg previously held a similar position for 16 years with the U.S. Naval Audit Service. Mr. Sternberg started out his career as a newspaper reporter and editor, and also worked for a public relations firm. He graduated from Temple University with a B.A. in Journalism. Mr. Sternberg is a member of the Society for Technical Communication.

All attendees are required to mail or fax the registration form along with a check payable to the Office of Auditor of Accounts to Ms. Aimee Masten, Administrative Specialist, 401 Federal Street, Suite 1, Dover, DE 19901 or fax to 302-739-2723, by April 23, 2010.

If you have questions, please contact Ms. Aimee Masten, at 302-857-3907 or Ms. Kimberly Zink, Support Services Administrator, at 302-857-3904. Thank you for your interest and we look forward to seeing you there!

**OFFICE OF AUDITOR OF ACCOUNTS
REGISTRATION FORM
FOR
DiSC, YELLOW BOOK UPDATE, PRACTICAL TIPS ON TESTIMONY, AND
REPORT WRITING/E-MAIL ETIQUETTE**

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

PLEASE CHECK WHICH DAYS YOU WILL BE ATTENDING

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Both Days - \$375

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**Day 1 – Dominance, Influencing, Steadiness, and Conscientiousness (DiSC) and
Government Auditing Standards (Yellow Book) Update
AGA Member - \$225
Non-AGA Member - \$250**

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**Day 2 – Practical Tips on Testimony and
Report Writing/E-mail Etiquette
AGA Member - \$225
Non-AGA Member - \$250**

AMOUNT ENCLOSED: _____

PLEASE MAKE CHECK PAYABLE TO THE OFFICE OF AUDITOR OF ACCOUNTS.

OR

**IF YOU ARE A STATE AGENCY AND REQUIRE AN INTERGOVERNMENTAL VOUCHER
(IV), PLEASE PROVIDE THE FOLLOWING:**

CONTACT NAME: _____

SLC: _____

Note: The Office of Auditor of Accounts will prepare the IV and send to Agency

**REGISTRATION FORM AND PAYMENT MUST BE RETURNED TO THE OFFICE OF
AUDITOR OF ACCOUNTS BY APRIL 23, 2010.**

PLEASE RETURN THE FORM AND CHECK TO:

Ms. Aimee Masten
Office of Auditor of Accounts
Townsend Building, Suite 1
401 Federal Street
Dover, DE 19901
SLC: D370A